

AFG Connects User Quick Reference Guide

Welcome to AFG Connects!

This Quick Reference Guide will provide the information you need to get started. A short training video is also available at: connect.al-anon.org/trainingvideo.

Sign in

1. Type connect.al-anon.org into your browser address bar, and press **Enter**.
2. Type your username in the **Username** field.
3. Type your password in the **Password** field.
4. Check the box, **Keep me signed in**, if you are on a private computer. You will not be required to sign in again as long as you use the same computer. If you are on a public computer, do not check this box.
5. Press **Enter** or click the **Sign In** button.
6. For initial sign in, read and accept **Code of Conduct** to continue.

If you cannot remember your sign in information, click either **password** or **username** hyperlink under the **Sign In** button. You will receive an email with instructions to help you access the site.

Clicking on the document link or the discussion (thread) link within an email will take you directly to AFG Connects. If you are already signed in, you will be taken directly to the page associated with the link that was in the email. If not, you will be prompted to sign in.

Change username or password

After you are signed in, you may change your username or password.

1. Click the user icon button at the top right of the page. A box will drop down.
2. Click the Profile button found within the box. You will be directed to your profile page.
3. Click My Account and a drop-down menu will appear including the option to Change Username or Password.

Find your community

You can only view the communities of which you are a member.

1. Click the **Communities** drop-down menu, and select **My Communities**. The list of the communities you can access will display.
2. Click the name of the community that you wish to access. That **Community Home** page will display.

Start a discussion

Before starting a new discussion, search to see if your topic or question has already been discussed.

1. Click the **Discussion** tab.
2. Click the **Post New Message** button.
3. Type the subject of your message in the **Subject** field. This field is required.
4. Type your message.
5. Files may be attached to your message by clicking the **Attach** button at the bottom of the page.
6. Click **Send** to post your message.

Respond to a discussion

1. Click on the topic that you wish to respond to.
2. Click the **Reply to Discussion** button.
3. Type your reply.
4. Files may be attached to your message by clicking the **Attach** button at the bottom of the page.
5. Click **Send** when you are done.
Note: When you respond to a discussion, it will be *seen by everyone* in the community. If you want to send a note solely to the community administrator, click on the Community Administrator email link on the **Community Home** page.

Download documents associated with a discussion

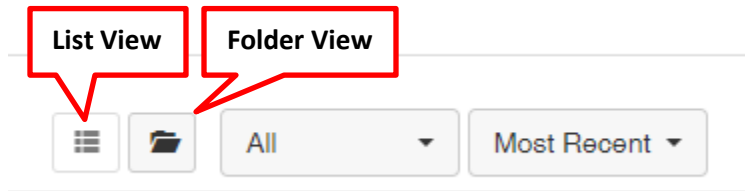
Attached documents may be downloaded by clicking on the document link or a download button.

If you have opted to download multiple documents they will be downloaded in a Zip file. Zip files are compatible with most devices.

Find documents in the library

1. Click the **Library** tab.
2. Search for the document you want using one of these library views:
 - **List** view – This is the list of documents attached to discussions, most recent first.
 - **Folder** view – This view displays documents in a folder structure. It may be more useful for finding documents that were not posted recently.

You may also use the **Search** function at the upper-right corner of the site.



Change your email notifications

1. Click the **Communities** drop-down menu at the top of the page.
2. Select **Email Notifications**.
3. Choose one of the following under the **Discussion Email** column for each community:
 - **Daily Digest** – one email notification per day, listing the previous day's activity for that community.
 - **Real Time** – an email notification each time a member posts or replies to a post in that community.
 - **No Email** – no email notifications about the community will be sent to you.